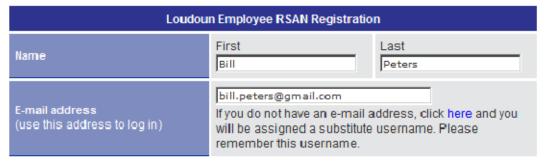
First-Time Log on to the Loudoun County Employee Alert System (For Fire/Rescue Volunteer Members)

- 1. Point you web browser (Internet Explorer) to: http://alert2.loudoun.gov
- 2. Click the "New User" link on the left side of the page.



3. Name and email address:



This email address will be used as your username to log into the system.

4. Mobile Devices:

Text alerts from this system can be sent to any number of email addresses, pagers and cell phones. These are all referred to as "Mobile Devices"

Mobile Device / Additional E-mail Address to Receive alerts If you do not have a mobile device, skip this section and alerts will be sent to your e-mail address entered above. You can always add your mobile devices later. Help Add More E-mail Enter your e-mail address Select one... Cell & Smart phones Help Add More (via SMS/text message) Enter your mobile number 571 233 1162 Nextel Add More **Pagers** Enter your pager number, PIN, or alias Select your pager company...

If you have a second email address that you would like alerts sent to you can add that in the address field. You can also use the "Add More" button to add a third and fourth email address if you need.

If you want alerts sent to your cell phone as a test message you can select your cell provider and input the phone number. <u>Keep in mind that your provider may charge you for text messages sent to your phone.</u>

If you have a pager, select your pager provider and enter the number.

5. Account password:

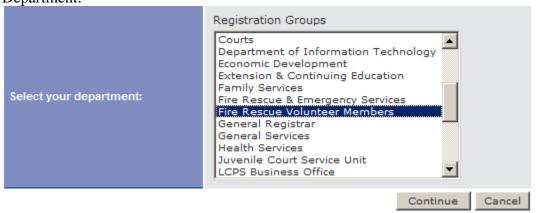
You will be asked to set your password. You will use this password to update your information in the future. If you email address or pager number changes you will need to use this password, to logon to the alert system and enter your new information to continue receiving alerts. But, if you forget your password, you can use the "Send password" link on the logon screen, the system will ask for your email address and it will send you an automatically generated password.

6. Authorization Code:

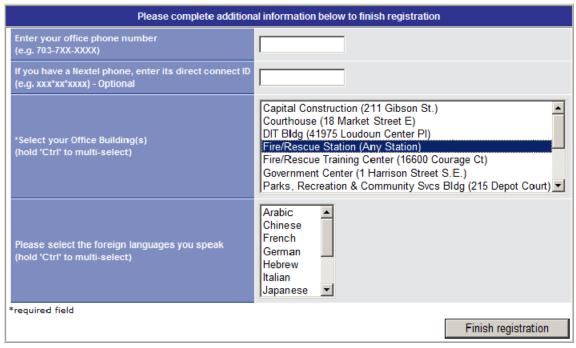
Enter the authorization code
If you are not a county employee click here

This authorization code is just to ensure that you have been authorized to register on the alert system. It is always: loudoun

7. Department:

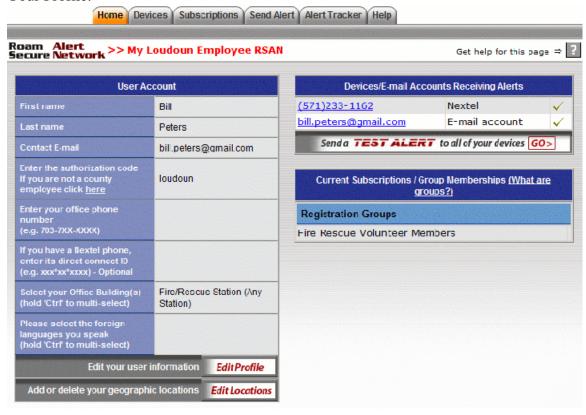


- a. If you are a county employee, select the department you work for, regardless if you are a Fire Rescue Volunteer Member. Then, be sure to follow step number 10 at the end of this document.
- b. If you are not a county employee, select "Fire Rescue Volunteer Members."
- 8. Page 2 of registration:



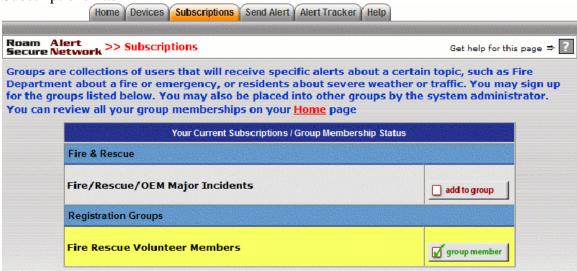
The only required field is the Office Building location. If you speak a foreign language, you could indicate that and if the county was in need of translators, they may search this data and contact you. The phone number and direct connect number asked for are not used by the alert system, they could be used by people with manager type access on this system to contact you.

9. Your Profile:



From this page, and the tabs at the top, you can change anything that you entered during registration. You can also add or delete devices.

10. Subscriptions Tab:



Click on the Subscriptions tab and make sure that you are a member of the "Fire Rescue Volunteer Members" Group.